



JOIN OUR TEAM AS A HUMAN RESOURCES COORDINATOR

Position

Origami is seeking a full time Human Resources Coordinator with strong customer service, interpersonal and organization skills who is ethical, empathetic, resourceful, adaptable, and eager to learn.

A successful Human Resources Coordinator at Origami would be motivated and enthusiastic about supporting Origami's most valuable resource, our employees, in a dynamic, post-acute environment with persons with neurological dysfunction.

Responsibilities

- Continuous evaluation of HR protocols and processes for enhancement
- Recruit, hire, onboard employees
- Administration of Origami's robust training program
- Identify strategies to improve employee satisfaction and engagement
- Maintain timely and accurate employee recordkeeping including personnel files and databases in accordance to HR law, licensing rules, and accreditation standards

Requirements

- Bachelor's Degree or equivalent combination of education and experience
- Obtain a First Aid/CPR/AED Instructor certification within 45 days of employment (employer-paid)

Preferred Experience

- 1+ year of Human Resources experience
- SHRM-CP and/or PHR

CLICK HERE TO APPLY!

QUESTIONS: HR@ORIGAMIREHAB.ORG